

South Somerset District Council

Notice of Meeting



Audit Committee

Making a difference where it counts

Thursday 26th January 2012

10.00 a.m.

**Main Committee Room,
Council Offices,
Brympton Way,
Yeovil,
Somerset BA20 2HT**

The public and press are welcome to attend.

Disabled Access is available at this meeting venue.



If you would like any further information on the items to be discussed, please ring the Agenda Co-ordinator, **Andrew Blackburn** on Yeovil (01935) 462462
email: andrew.blackburn@southsomerset.gov.uk

This Agenda was issued on Wednesday, 18th January 2012

Ian Clarke, Assistant Director (Legal & Corporate Services)



2007-2008
*Neighbourhood and
Community Champions:
The Role of Elected Members*

2006-2007
*Improving Rural Services
Empowering Communities*

2005-2006
Getting Closer to Communities

This information is also available on our
website: www.southsomerset.gov.uk



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Audit Committee Membership

Chairman Derek Yeomans
Vice-Chairman Ian Martin

John Calvert Roy Mills
John Dyke John Richardson
Marcus Fysh Colin Winder
Tony Lock

South Somerset District Council – Corporate Aims

Our key aims are: (all equal)

- Increase economic vitality and prosperity
- Enhance the environment, address and adapt to climate change
- Improve the housing, health and well-being of our citizens
- Ensure safe, sustainable and cohesive communities
- Deliver well managed, cost effective services valued by our customers

Members' Questions on Reports prior to the Meeting

Members of the Committee are requested to contact report authors on points of clarification prior to the Committee meeting.

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Information for the Public

The purpose of the Audit Committee is to provide independent assurance of the adequacy of the risk management framework and the associated control environment, independent scrutiny of the authority's financial and non-financial performance, to the extent that it affects the authority's exposure to risk and weakens the control environment and to oversee the financial reporting process.

The Audit Committee should review the Code of Corporate Governance seeking assurance where appropriate from the Executive or referring matters to management on the scrutiny function.

The terms of reference of the Audit Committee are:

Internal Audit Activity

1. To approve the Internal Audit Charter and annual Internal Audit Plan;
2. To receive quarterly summaries of Internal Audit reports and seek assurance from management that action has been taken;
3. To receive an annual summary report and opinion, and consider the level of assurance it provides on the council's governance arrangements;
4. To monitor the action plans for Internal Audit reports assessed as "partial" or "no assurance;"
5. To consider specific internal audit reports as requested by the Head of Internal Audit, and monitor the implementation of agreed management actions;
6. To receive an annual report to review the effectiveness of internal audit to ensure compliance with statutory requirements and the level of assurance it provides on the council's governance arrangements;

External Audit Activity

7. To consider and note the annual external Audit Plan and Fees;
8. To consider the reports of external audit including the Annual Audit Letter and seek assurance from management that action has been taken;

Regulatory Framework

9. To consider the effectiveness of SSDC's risk management arrangements, the control environment and associated anti-fraud and corruption arrangements and seek assurance from management that action is being taken;
 10. To review the Annual Governance Statement (AGS) and monitor associated action plans;
 11. To review the Local Code of Corporate Governance and ensure it reflects best governance practice. This will include regular reviews of part of the Council's Constitution and an overview of risk management;
 12. To receive reports from management on the promotion of good corporate governance;
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Financial Management and Accounts

13. To review and approve the annual Statement of Accounts, external auditor's opinion and reports to members and monitor management action in response to issues raised;
14. To provide a scrutiny role in Treasury Management matters including regular monitoring of treasury activity and practices. The committee will also review and recommend the Annual Treasury Management Strategy Statement and Investment Strategy, MRP Strategy, and Prudential Indicators to Council;
15. To review and recommend to Council changes to Financial Procedure Rules and Procurement Procedure Rules;

Overall Governance

16. The Audit Committee can request of the Assistant Director – Finance and Corporate Services (S151 Officer), the Assistant Director – Legal and Corporate Services (the Monitoring Officer), or the Chief Executive (Head of Paid Services) a report (including an independent review) on any matter covered within these Terms of Reference;
17. The Audit Committee will request action through District Executive if any issue remains unresolved;
18. The Audit Committee will report to each full Council a summary of its activities.

Meetings of the Audit Committee are held monthly including at least one meeting with the Council's external auditor, although in practice the external auditor attends more frequently.

Agendas and minutes of this committee are published on the Council's website at www.southsomerset.gov.uk

The Council's Constitution is also on the web site and available for inspection in council offices.

Further information can be obtained by contacting the agenda co-ordinator named on the front page.

Audit Committee

Thursday 26th January 2012

Agenda

Preliminary Items

1. **To approve as a correct record the Minutes of the previous meeting held on 24th November 2011**
2. **Apologies for Absence**
3. **Declarations of Interest**

In accordance with the Council's Code of Conduct, which includes all the provisions of the statutory Model Code of Conduct, members are asked to declare any personal interests (and whether or not such an interest is "prejudicial") in any matter on the agenda for this meeting. A personal interest is defined in paragraph 8 of the Code and a prejudicial interest is defined in paragraph 10.

4. **Public Question Time**

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Items for Discussion

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| 5. | Risk Management Update including Partnering (suppliers, other agencies etc.) | 1 |
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| 8. | Date of Next Meeting | 17 |

Confidential

9. **Update on Wincanton Community Sports Centre Audit Action Plan**

Audit Committee – 26th January 2012

5. Risk Management Update including Partnering (suppliers, other agencies etc.)

Strategic Director: Mark Williams, Chief Executive
Assistant Director: Donna Parham (Finance and Corporate Services)
Service Manager; Gary Russ, Procurement and Risk Manager
Lead Officer: Gary Russ, Procurement and Risk Manager
Contact Details: gary.russ@southsomerset.gov.uk or (01935) 462076

Purpose of the Report

The Chairman of the Audit Committee requested that a report on risk management be presented to the Committee on the 26th January 2012. A detailed report on the subject has not been possible at this time due to ongoing changes and updates to the new system. However, the Chairman agreed that a verbal update on risk management activities could be presented in January followed by a report in March 2012.

Recommendation

That members of the Committee note the current position.

Report

Transferring over 400 risks from one system to another has proven to be difficult and harder than envisaged, however it remains my view that we will end up with a better solution and a more cost effective one than we had before.

In summary I will be reporting that we have:-

1. Deployed the new system and removed the old system.
2. Provided read access only to all members via the Member's Room PC.
3. Provided 5 training sessions on risk management and ten to all staff and management that requested it.
4. Made significant improvements to the risk system via user feedback in the last 6 weeks.
5. Provided 1-2-1 training as requested.
6. Provided an email alert system to remind officers of overdue risk reviews and actions.
7. Built a set of reports that collect information on overdue risk reviews and overdue actions etc.
8. Removed old Corporate Plan risks as these were now largely timed out, this clears the way for the new Corporate Plan risks (Corporate Plan) when the plan is approved.

Background Papers: None.

6. Markets Audit Action Plan – Update

Strategic Director: Rina Singh, Strategic Director (Place & Performance)
Assistant Director: Kim Close (Communities)
Lead Officer: Kim Close, Area Development Manager (South)
Contact Details: kim.close@southsomerset.gov.uk or 01935 462708

Purpose of the Report

The report details progress made with developing Markets further to completion of actions in the Markets Audit Action Plan.

Recommendations

- (1) That Members note the actions and progress made in respect of the Markets Audit Action Plan;
- (2) that Members discharge Markets from Audit.

Report Detail

The Area Development Manager (South) updated the Audit Committee in March 2011, however noting that all actions in the Audit Action Plan had been completed. Work to develop the markets would continue. This report provides an update on performance of Markets and highlights new work processes that are in place to help develop them.

Performance, Income and Efficiencies

The detail of markets budget figures, as at April to end November 2011, is set out in Appendix One, Figure 1. Although this shows Area South markets are underachieving against income targets, it is important to note that they are still profitable markets to operate. For the first 35 weeks of 2011/12, the expenditure totals £21,182, whereas the income totals £27,461 - a profit of £6,279. Area West markets are only slightly underachieving as a whole against income targets. However, Area West markets are not profitable markets to operate. This is further broken down in Appendix One, Figure 2.

Appendix Two highlights the income levels for each of the five markets across two years. The 2011/12 figures are shown up until the end of November 2011. These charts show that while some markets have experienced increased income during some months of 2011 against 2010, the overall trend has been a reduction in income levels across the board.

The Markets expenditure budget has been reviewed and two areas of efficiency savings identified. Rubbish container services provided for Yeovil markets have been reduced as of November this year, reducing the rental costs by half. Carrier bags promoting District Markets, which have previously been given to traders to use, have also been stopped.

In addition to the two weekly markets, Yeovil holds additional Christmas markets in the lead up to Christmas. Figures for the Christmas markets in 2010 showed that after expenditure the markets realised a profit of £2,100. Figures for the 2011 Christmas markets are currently being reconciled.

The Markets Supervisor is currently undertaking parking attendant duties for SSDC car parks on a Wednesday. Payment will be made and shown as income from this service on an hourly rate.

Arrangements have also been made on other days for the Markets Supervisor to provide support work to some Environmental Health services, at times where there may be spare capacity. These include visiting business premises to undertake smoking compliance checks, updating contact details for businesses registered for enforcement of Health & Safety requirements by SSDC. To date there has been limited opportunity to undertake this work however a process is now in place to provide this additional support as, and when, appropriate.

Area South will continue to work on ways to further support and develop the markets.

Area South Markets - Marketing And Communication Plan

As reported previously, a Marketing and Communications Plan was developed for Yeovil Markets 12 months ago following a review of Yeovil markets. This review identified a number of common factors affecting the daily operation of the markets, impacting footfall, trader, size and income as a whole. These factors include condition of weather, seasonal trading, economic downturn and changing shopper habits, shifts in key pedestrian movement in the town centre, and competition from other street trading.

The Yeovil Markets Marketing and Communication Plan has been adopted to ensure regular and timely PR activities to help increase traders take up, public footfall and awareness of the markets, and support for start up traders. This plan is co-ordinated by Area South Support Staff in concurrence with the Markets Supervisor.

Some examples of initiatives undertaken include improvements to the SSDC website to increase the Markets' presence online, along with creating links to new profiles on Facebook and Twitter. A letter campaign was also undertaken to try to promote casual trader licences to smaller local businesses, to help enhance the variety of stalls on the markets. Leaflets were produced with support of Economic Development around helping potential traders get the information and skills they need to run a market stall.

A couple of new traders came on to the Ilminster, Chard and Yeovil markets on a casual basis however these have not continued trading on the market.

Area West Markets Improvement Action Plan

Since January 2011 the Community Regeneration Officer in Area Development West has been working with a group of Councillors, Market Traders and Council Officers to improve the council run street markets in Chard, Crewkerne and Ilminster. An update report from that group was presented to Area West Committee in June 2011. That report identified four main themes for the group to focus on; Marketing and Promotion; Local produce; Crewkerne Market; Market Management.

Since June the Community Regeneration Officer with the support of the Markets Improvement Group has been carrying out work to address these four themes. A further report was taken to Area West Committee in October 2011 to update on progress so far and make a request for specific funding to help promote the markets and make it easier to manage Chard market.

One specific area of change has been a change in working practices for the Crewkerne Market, held on a Wednesday. This is due to low attendance of traders in Crewkerne. The Markets Supervisor no longer runs this market, and responsibility for this has been

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taken over by Area Development West. New procedures have been set up accordingly. Area Development South still holds all appropriate records and market ticket reconciliation.

Financial Implications

None arising from this report.

Corporate Priority Implications

Markets contribute to the economic vitality of our towns.

Carbon Emissions & Adapting to Climate Change Implications (NI188)

Markets provide opportunity for local produce to be sold and bought; reducing food miles.

Equality and Diversity Implications

Markets often promote diversity. They enable all sections of the community, especially those on low incomes, to shop and to set up business.

Background Papers *Markets Audit*
Area South Committee Report December 2010
Area West Committee Report January 2011
Area West Committee Report October 2011

FIGURE 1.**Area South market: Yeovil – every Tuesday and Friday**

Each area south market costs £302.60 to run

Year to date figures (to end Nov) are as follows:

- Expenditure budget to date: £22,967. Actual spend to date: £21,345
= £1,622 underspent
- Income budget (target) to date: £33,353. Actual income to date: £27,423
= £5,930 under target

The net effect to date is that we are £4,308 down

Area West markets – Crewkerne Wednesday, Ilminster Thursday and Chard Saturday

Each area west market costs £175.06 to run

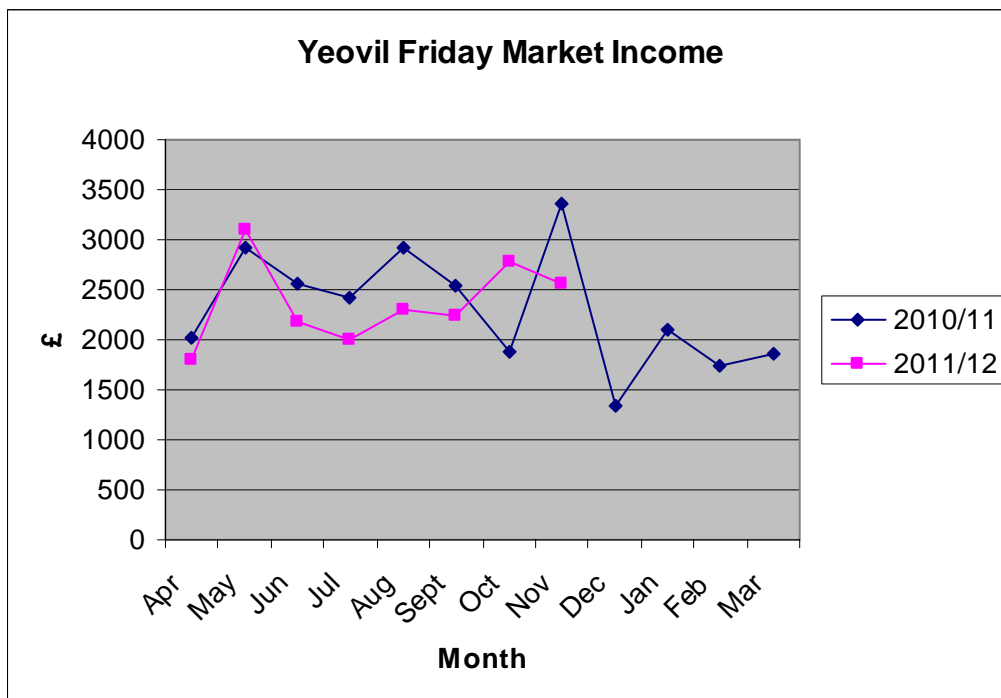
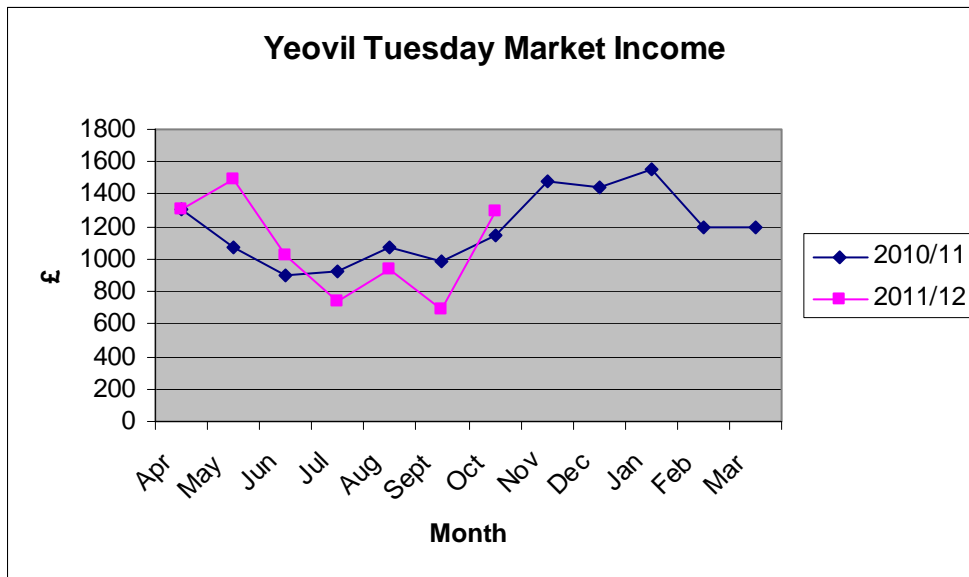
Year to date figures (to end Nov) are as follows:

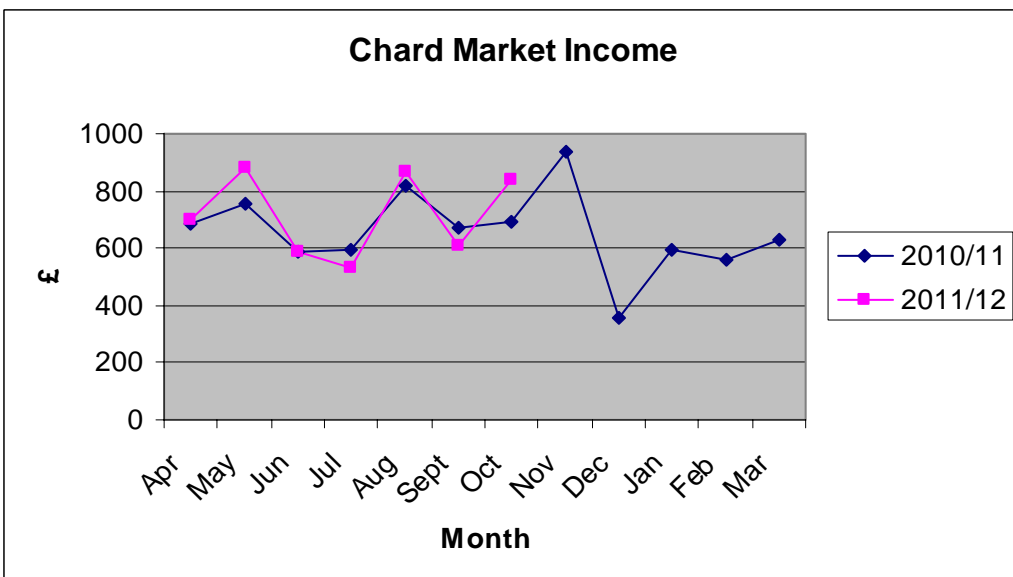
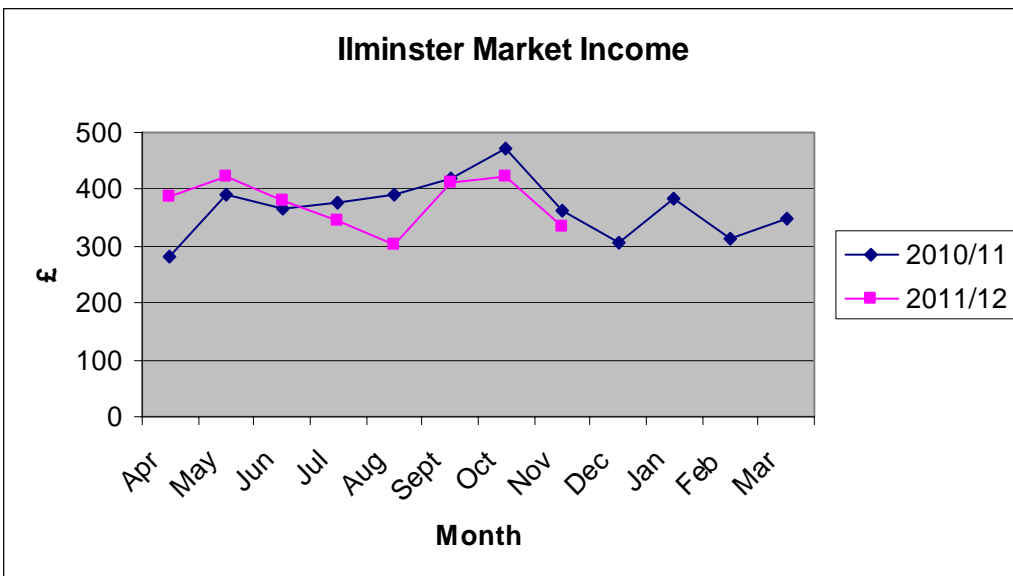
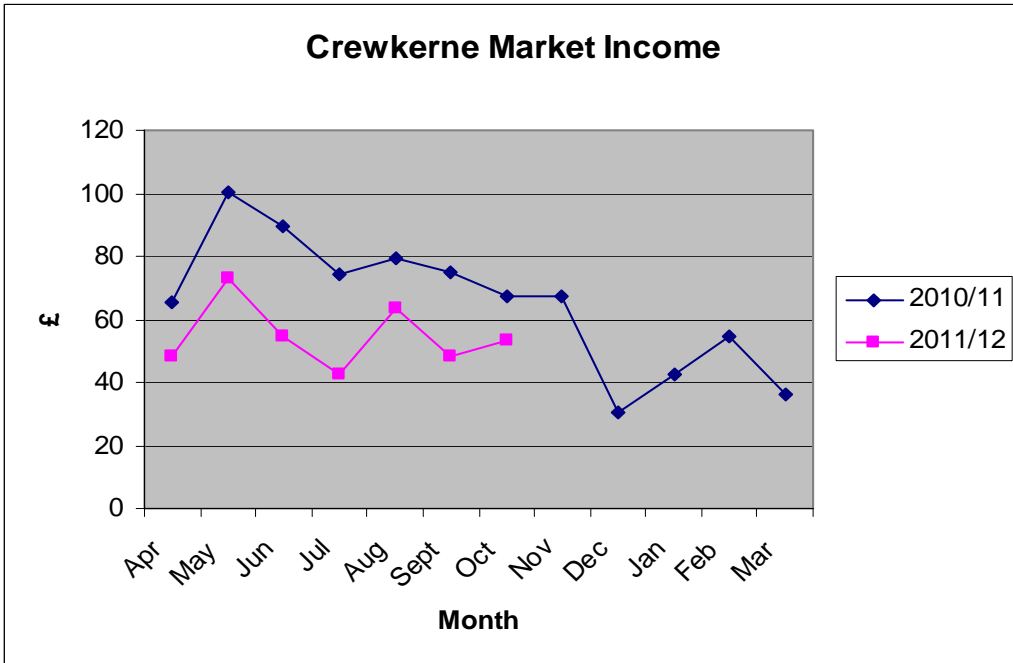
- Expenditure budget to date: £19,007. Actual spend to date: £18,196
= £811 underspent
- Income budget (target) to date: £10,093. Actual income to date: £8,909

FIGURE 2

Yeovil Tuesday – 35 weeks expenditure = £10,591 – 35 weeks income = £8,475
Yeovil Friday - 35 weeks expenditure = £10,591 – 35 weeks income = £18,986

Chard – 35 weeks expenditure = £6,127 – 35 weeks income = £5,936.00
Ilminster – 35 weeks expenditure = £6,127 – 35 weeks income = £3,009.50
Crewkerne – 35 weeks expenditure = £6,127 - 35 weeks income = £399.50





Audit Committee – 26th January 2012

7. Health, Safety & Welfare – Annual Report

Strategic Director: Vega Sturgess (Operations & Customer Focus)
Assistant Director: Laurence Willis (Environment)
Service Manager: Pam Harvey, Civil Contingencies Manager
Lead Officer: Pam Harvey, Civil Contingencies Manager
Contact Details: pam.harvey@southsomerset.gov.uk or 01935 462303

Purpose of the Report

In order to keep members informed of health, safety and welfare issues relevant to South Somerset District Council activities and undertakings, an annual report is presented to the Audit Committee.

This report covers the period from December 2010 to November 2011.

The report contains an overview of health and safety matters and /or concerns, details of any new or impending Health & Safety legislation and comments on other health, safety or welfare matters that may have some impact on Council activities.

Recommendation

That members note and comment on the report.

Report

Following the retirement of the Safety Adviser in November 2010, the responsibility for the management of health, safety & welfare passed to the Civil Contingencies Manager. As reported to this committee in January 2010 there had been a review of the service and it was planned that there would be some changes to the way Health & Safety is managed whilst continuing to ensure the Council carries out its responsibilities under Health & Safety legislation.

Health & Safety Management

In last year's report it was proposed to do the following in order to make the management of Health & Safety more robust:

- Continue to recognise the responsibility of managers and their teams to carry out the operational H&S work.
- Amend the H&S management system to reflect those changes.
- Set up the TEN system to be an online H&S system, giving managers an intuitive system that will manage their risk assessments, give them online incident reporting and generic risk assessments.
- Explore opportunities for the Health & Safety Adviser at Lufton Depot to play a greater part in the Health & Safety Management process eg: H&S inspections of Council Properties, Fire Risk Assessments, arranging First Aid Training and so on.
- The high-risk areas of Streetscene & Countryside will receive special attention in terms of support for supervisors to carry out risk assessments.
- The H&S Adviser will transfer to Brympton Way for the majority of the week but will still spend time at Lufton Depot.

I am pleased to report that there has been significant progress in most areas. However, the proposed transfer of the Health & Safety Adviser at Lufton to take on a more corporate role within the organisation was not successful. However, a temporary post of Civil Contingencies & Streetscene Assistant that supports the work of the Health & Safety Adviser 3 days per week has been created and is working successfully.

Health & Safety Management System

The Health & Safety Management System is now a live system that services are in the process of transferring their operational risk assessments to. This system also allows for the online reporting of incidents and accidents. There will be a demonstration of this system at the meeting.

Accidents Statistics

Period covered December 2010 – November 2011

Service	No of Reported Accidents	Days Lost	Comments
Area Development	2	5	One incident was a slip on a newly washed floor. The other was a back strain due to carrying an inappropriate load. Both incidents were investigated and recommendations made.
Cemetery/Crematorium	1	0	
Community Health & Leisure	1	0	Incident investigated and no risk assessment had been carried out.
Countryside	4	0	Mainly operational incidents.
Engineering & Property	0	0	
Environmental Health	1	0	
Fraud & Data	1	0	Slipped on a wet floor/accident fully investigated.
Legal	0	0	
Parking Enforcement	1	0	
Performance	0	0	
Revenues & Benefits	0	0	
Sports & Leisure/Arts & Entertainment	3	0	
Streetscene	19	11	All incidents investigated by the Streetscene Health & Safety Adviser
Transport (Workshop)	1	0	
Total	34	16	

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Incident Statistics

Period covered December 2010 – November 2011

This table shows the number of incidents that have been reported to the Health & Safety Adviser. These incidents include reports of verbal or physical abuse towards members of staff.

Type of Incident	Location	Comments
Verbal Abuse	Brympton Way Reception	
Assault	Home Visit	
Verbal Abuse	Telephone	
Verbal Abuse	Brympton Way Reception	
Verbal Abuse	Home Visit	
Threatening Behaviour	Telephone Call	Anonymous call
Verbal Abuse	Cartgate TIC	
Verbal Abuse	Telephone Call	
Verbal Abuse	Telephone Call & Interview Room	
Verbal Abuse	Brympton Way Reception	5 members of staff abused in same incident
Verbal Abuse	Summerhouse Hill	Abuse to Countryside Volunteers
Verbal Abuse	Morrisons Supermarket	Abuse to member of staff outside of work
Verbal Abuse	Mudford Road	Abuse to member of staff working outside
Verbal Abuse	Brympton Way Reception	
Verbal Abuse	Telephone	
Verbal Abuse	Brympton Way Reception	
Verbal Abuse	Visit	2 members of staff abused in the same visit
Verbal Abuse	Telephone	
Verbal Abuse	Telephone	

New Legislation relevant to SSDC

There was no major legislation in the last year that has had an effect on the Council. However, members will be aware that in 2010 the Government asked Lord Young of Graffham to carry out a review of Health & Safety. Lord Young's report contained 35 recommendations of which 16 have been completed. The only recommendation in Lord Young's report that will affect the Council is the change to reporting times for reportable accidents; this will increase from 3 to 7 days and comes into force in April 2012. Following Lord Young's report, Professor Ragnar Lofstedt, Director of the Kings Centre for Risk Management at Kings College London was asked to conduct an independent review of health & safety regulations to identify opportunities to simplify the rules. Professor Lofstedt's findings were published in November 2011 and made six key recommendations. The Government has developed an action plan of change that will begin immediately through to 2014 to implement those recommendations. Any legislation changes that will be enacted that affect the Council will be reported to members in the annual reports.

Health & Safety Training

Funds are made available for Health & Safety training. The Safety Adviser administers the budget and bids for training are put to the Safety Panel for approval. Training approved or undertaken for 2011/12 includes:

Practical Risk Assessment training (staff across the authority)
ATV driver training for Countryside staff
Fire Risk Assessment training

Priorities for 2012

Publish the revised Health & Safety Policy

Review all Health & Safety policies

Manage the Health & Safety system

Carry out a review of all Fire Risk Assessments in Council Offices

Annual Health & Safety Inspection of all Council Offices

Background Papers: *None.*

Accident Report 2010/2011 – Audit Committee

Incident Date	Service	Office/ Depot	Where did the accident happen?	How did it happen?	Working time lost
15/2/11	Community Health & Leisure	Workplace Nursery	Workplace Nursery	A member of staff was delivering a photocopier for support services to the workplace nursery and it slipped from his grip and tumbled down the stairs at the front entrance. Richard was injured trying to stop the machine from hitting someone else	
28/3/11	Streetscene	Lufton Depot	Depot Yard	A member of staff got out of a stationary vehicle and fell on his left wrist, which then was painful and swollen.	7
11/1/11	Streetscene	Lufton Depot	Yew Tree Park - Play Area	Cutting back thorny shrubs - Thorn penetrated gloves and caused a puncture to right index finger	
24/3/11	Area Development (North)	Somerton Community Office	The Parish Rooms, Somerton- corridor leading to the kitchen	Slipped on a newly washed parquet floor and jarred neck & back	
29/3/11	Area Development (South)	Petters House	Quedam Shopping Centre, Yeovil	Pulled lower back whilst delivering snow shovels to Quedam Centre offices	5
29/6/11	Countryside	Ham Hill Ranger Station	Yeovil Country Park	Building a shelter at Yeovil Country Park a branch she was using hit her on the head	
12/7/11	Streetscene	Lufton Depot	Long term injury, no specific incident responsible	A member of staff has been diagnosed with (Hand Arm Vibration Syndrome) HAVS in his right hand. His symptoms have been graded as level 2 on the Stockholm grading (moderate)	
18/7/11	Streetscene	Lufton Depot	Petters Way Car Park	Pain to lower back-possible pulled muscle	4
1/8/11	Procurement & Risk Management	Brympton Way	Canteen at Brympton Way	Whilst frying an egg, the fat foamed up and the egg exploded in a member of staff's face.	
17/8/11	Streetscene	Lufton Depot	Burrowfield, Bruton	Slipped on MDF board whilst hedge trimming, jarred back	
19/8/11	Streetscene	Lufton Depot	Yew Tree Park	Stung by a wasp whilst litter picking in Yew Tree Park	
23/8/11	Environment	Crematorium	Crematorium Service Yard	Lowering top section of the Roll over protection bar on the tractor when it dropped hitting him on the head	
8/9/11	Streetscene	Lufton Depot	Chemsafe	Allergic reaction to roundup	

Incident Date	Service	Office/ Depot	Where did the accident happen?	How did it happen?	Working time lost
17/9/11	Streetscene	Lufton Depot	Montacute	A member of staff was standing in a ditch strimming up the bank. The ditch was dry and the growth on the bank and bed was very tall. He suddenly felt 3 sharp stinging pains on his chest and stomach followed by others on his back and arms. He did not realise he was being stung by wasps until Ivan shouted to him to get out of the ditch as wasps were everywhere. He left the working area and the wasps stayed close to the ditch. Staff had walked the site before starting and saw no active signs of a wasp's nest. The nettles and bank growth was very thick and tall so the nest was well concealed.	
27/3/11	Streetscene	Lufton Depot	Yeovil Recreation Centre	A member of staff was called out to a fire that involved the announcement hut in the athletic arena at YRC. The OOH Supervisor, contacted him. He arrived on site at 2200hrs, the fire brigade were already there and waiting for advice on the location of electrical circuit speakers, main switches etc. He did not have access to this information and spent approx 20mins looking inside adjacent buildings which were unaffected by the fire. The fire brigade had donned breathing apparatus and following advice from the staff member information, began fighting the fire on the hut by directing water jets away from its back wall where the electrical system was known to be situated. A coach from Yeovil Athletics Association, also attended, as did SWEB. The SWEB personnel had confirmed the member of staff had switched off the correct electrical switch. Approx 24hr later, he started to experience a severe sore throat and constant coughing. This continued through the following week and had reduced by Saturday 2/4 although the symptoms were still present.	
21/9/11	Countryside	Ham Hill Ranger Station	Rangers Office, Ham Hill Country Park	A volunteer came into the office with a small cut on her right wrist, when asked how she did it after applying a plaster she admitted to self-harm using a penknife. It was a VERY light scratch. Katy Menday has been informed.	
28/9/11	Fraud & Data	Brympton Way	Brympton Way - Just before the double doors, adjacent to the canteen	Right knee and right palm took impact of fall that hurt at the time but doesn't seem to be any serious injury as the next day. Walking to go towards doors to leave building when my foot slipped (on the wet floor) from under me and went flying, landing on my right knee and palm. I did not see any warning sign until lying on the floor. I could see it behind me across by the stairs.	

Incident Date	Service	Office/ Depot	Where did the accident happen?	How did it happen?	Working time lost
29/9/11	Streetscene	Lufton Depot	Yeovil Recreation Centre	A member of staff was litter picking around the shrub bed near the car park at YRC where woodchip had been spread. He removed some newspaper and disturbed several wasps in the nearby hedge. He was stung about 4 times.	
4/11/11	Streetscene	Lufton Depot	Forest Hill, Yeovil	Two members of staff were emptying litterbins. One was driving cage van 548 and turned into Forest Hill from Plantagenet Chase, in order to empty the bins near the shops. Parked the van close to the shops, on the left hand side of the road facing downhill. He applied the handbrake. They were away for 2-3mins. When they returned, one crew member stepped between the front of the van and a car parked in front, to go around the offside of the van to access the back. Immediately he stepped off the kerb he was aware that the van was rolling very slowly. It was juddering. He was unable to move out of the gap between the 2 vehicles before his left leg was trapped between the 2 bumpers.	
23/11/11	Streetscene	Lufton Depot	Bluebell Road, Yeovil	One of the ground crew was assisting with reducing a number of trees on the site. His job was to carry arisings, logs etc from the work area to the chipper operator or load them onto the van. Access to the van required scrambling over a low, shallow bank about 3ft high that was damp underfoot following overnight frost. He was carrying a log about 3ft long and 8 inches in diameter. As he scrambled up the bank, he slipped and fell and the log caused a crush injury to his right hand.	
9/12/11	Streetscene	Lufton Depot	Lyde Road Car Park	Two crew members called into Lyde Road car park to check for flytips etc. They were using Canter cage 847 that does not have a tail lift. Two large welding gas type cylinders were there so they decided to remove them. They lifted one onto the van (the tailboard was dropped to do this) and as they lifted one onto the van the other slid onto the bed of the van. One of the crew trapped his right index finger under the cylinder, against the back edge of the bed of the van. There was a deep cut which was dressed using a wound dressing from the first aid box in the cab. He then drove to Fiveways Clinic for a prior appointment for his Hep B booster injection. Whilst there, he was advised to see A&E at YDH for the wound to be inspected. They drove the van back to the depot, and the supervisor took him to A&E.	
9/3/11	Environmental Health	N/A	Daws Farm, East Chinnock	Bent down over composter, stick caught skin under right eye and pierced the skin.	

Incident Date	Service	Office/ Depot	Where did the accident happen?	How did it happen?	Working time lost
8/3/11	Sport & Leisure Facilities	Octagon Theatre	Auditorium door by LX box	Door shut on index left hand finger between hinge and door. Went to A&E for 4 hours, not broken.	
18/5/11	Streetscene	Lufton Depot	Square in Ilminster	Got out of van went to open side sliding door when left hand slipped off the handle and went to catch door and hit finger - middle finger.	
1/6/11	Arts & Entertainment	Lufton Depot	Large object store - CHAC	Crushed hand against steel girder with a roll of polythene	
11/4/11	Streetscene	Lufton Depot	Vehicle Workshop	A mechanic was using a large pair of Stillsons to wind off the old track rod end from the track rod belonging to sweeper 004. Track rod was held in a vice on the workbench. This required assistance from the oxi-gas cutting equipment. The threaded end of the track rod is approx 7 inches long, with a very fine thread therefore considerable physical effort, and a great many turns of the track rod end, were needed. He was about half way through removing the old fitting and began to feel both shoulders becoming tense. His neck also began to ache. This pain worsened whilst he fitted the new end and he had to stop work for about 2 hours after starting the job. Over the following week, aching has persisted in his neck and shoulders, worst in the early morning but gradually easing with movement through the day.	
14/4/11	Streetscene	Lufton Depot	Maggs Lane, Castle Cary	A Crew were strimming around obstructions on Maggs Lane, Castle Cary. One was on the triple and the other blowing in behind with a blower. As they strimmed the long grass around the telegraph pole, his strimmer cord flicked up dog mess that was completely hidden in the grass. He felt something hit him in the face and right eye. He was wearing dark safety glasses that are a close fit to the face, however it is assumed that some material somehow flicked up behind his glasses.	
12/5/11	Streetscene	Lufton Depot	Kings Road, Stoke Sub Hamdon	A member of staff was driving a triple that got its left hand cylinder stuck fast against a garage wall. This was an immediate consequence of the rollbar coming into contact with the top corner of the front of the garage as the mower went past it. The ground was slightly sloping at this point and the slope was just enough to cause the rollbar to hit the garage. Another crew member was helping in trying to free the mower by using a crowbar to remove the rollbar pin so it could be lowered and the mower driven clear of the obstruction. The crowbar slipped and hit him above his right eye, causing a cut.	

Incident Date	Service	Office/ Depot	Where did the accident happen?	How did it happen?	Working time lost
11/5/11	Streetscene	Lufton Depot	Larkspur Crescent, Yeovil	A member of staff was strimming around an area of thick pampas grass. He was moving the strimmer from side to side in the usual way, but the head became tangled in the pampas grass, causing the strimmer to pull to the right at the same time as he was trying to move it to the left. At this point the motor stalled, and he found himself off balance and falling. He put out his right arm to save himself but his right wrist took the force of the impact. He felt a sharp pain at the point of falling, and this gradually got worse. This was most noticeable when he started using a blower, about 20-25mins after he fell.	
21/6/11	Engineering & Property Services	Petters House	Higher Kingston, Yeovil	A car park inspector was checking a note in a car when another car turned at speed making him fall backwards over the pavement landing on his handheld.	
18/3/11	Streetscene	Lufton Depot	Queensway, Yeovil	A member of staff was picking up thorny brash with a pitchfork and his gloves on, and a thorn went through his glove causing a puncture wound to little finger on left hand. He was working on site as part of a team carrying out pruning and clearing the verges under full chapter 8 protection.	
13/7/11	Countryside	Ham Hill Ranger Station	Witcombe Valley, Ham Hill	A Ranger was loading logs into the trailer when they caught their finger between the trailer and a log. Splitting their left little finger open.	
6/7/11	Countryside	Ham Hill Ranger Station	Witcombe Valley, Ham Hill	While stacking logs into a trailer, a volunteer trapped her arm between the trailer and a large log. Squashing her arm at the wrist (left)	
20/7/11	Economic Development	Lufton Depot	Archaeology Store - CHAC	Checking the cupboards upstairs and left one door open - then bent down to check items on the floor - then stood up - knocking head on open door.	

Audit Committee – 26th January 2012

8. Date of Next Meeting

The next scheduled meeting of the Audit Committee will be held on Thursday, 23rd February 2012 at 10.00 a.m. in the Main Committee Room, Council Offices, Brympton Way, Yeovil.

Confidential Item

The Committee is asked to agree that the following report be considered in Closed Session by virtue of the Local Government Act 1972, Schedule 12A under paragraph 3: "Information relating to the financial or business affairs of any particular person (including the authority holding that information)." It is considered that the public interest in maintaining the exemption from the Access to Information Rules outweighs the public interest in disclosing the information.

9. Update on Wincanton Community Sports Centre Audit Action Plan